



California Public Employees
Retirement System

PROGRAMMER I
Departmental Open, SPOT Examination
Exam Code: 5PABB
Final Filing Date: Continuous Examination Filing

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY	This is an OPEN STATEWIDE/SPOT SACRAMENTO examination for CalPERS. Persons who meet the minimum qualifications as stated on this bulletin may apply. Once you have taken the examination, you may not reapply for twelve (12) months. Applications will not be accepted on a promotional basis.		
HOW TO APPLY	<p><u>All applicants must complete the entire examination consisting of two (2) phases. Phase 1 – The Training and Experience examination and Phase 2 – The Online application (link on the following page) and any required educational documentation within completion of the online examination.</u> If your Online Application is not received within 14 days of you completing the examination, your examination score will be invalid and you will not be able to apply for job openings. You will not be able to retest for twelve (12) months from the date you took this examination.</p> <p>DO NOT SUBMIT APPLICATIONS TO CalPERS, THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.</p>		
FINAL FILING DATE CONTINUOUS FILE	Applications will be accepted on a Continuous basis.		
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065.		
SALARY RANGE	Minimum	\$3,410	Maximum \$4,401
POSITION DESCRIPTION & LOCATION	<p>This is a recruiting and developmental class for persons qualified to perform programming, analysis, and systems programming tasks as a background for advancement in State service. Incumbents are assigned duties and responsibilities commensurate with their background and training.</p> <p>The Programmer I will, under close direction, plan and develop programs to be processed by information technology system equipment; under close supervision, to perform systems analysis or systems programming (software) work; and to do other related work.</p> <p>Positions exist with the California Public Employees' Retirement System (CalPERS) in Sacramento, California.</p>		
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement at the time the application is filed.</p> <p>NOTE: All Online Applications/resumes must include "to" and "from" dates (month/year), timebase, civil service class title(s) and range, if applicable. If college is a requirement, your college information must include: name of institution, course of study, semester or quarter credits, diploma/degree/or certificate obtained, and the completion date, as well as attach a copy of the degree or the transcript which shows the required courses completed/degree received. <u>If applicable, applicants must provide a copy of the course work or degree at the time of filing. If this information is not included the application will be rejected.</u> Resumes may be attached to your Online Application, however, they will not be accepted in lieu of the completed online application.</p>		
EXAMINATION INFORMATION	<p><u>TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%</u></p> <p>The entire examination will consist of an evaluation of training and experience weighted 100% and a completed application review. Phase 1 is the Training and Experience examination, which is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. Phase 2 will require you to complete and submit an Online Application so that CalPERS can verify that you meet the minimum qualifications for the classification. All applicants must complete the entire examination. The process takes approximately one hour to complete. All competitors will be ranked competitively. In order to obtain a position on the employment list, you must attain a minimum score of 70%.</p>		

Click the link below to complete the Training and Experience examination and the Online Application. Once you open the link select and apply to take the examination title for this bulletin and then complete the Online Application process.

NOTE: If you take multiple exams you must complete the process of Phase 1 and Phase 2, including attachment of any educational documentation for each examination title completed.

<https://www.calpers.ca.gov/Talent4Us/>

CalPERS and the California Department of Human Resources (CalHR) reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her Online Application. List all experience relevant to the "Minimum Qualifications" shown on this announcement even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

**MINIMUM
QUALIFICATIONS**

MINIMUM QUALIFICATIONS

Unless otherwise stated, experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement

EITHER I

One year of experience in the California state service performing duties comparable to an Information Systems Technician (Range C) or a Computer Operator (Range C).

OR II

One year of experience in the California state service performing duties comparable to an Information Systems Technician (Range B) or Computer Operator (Range B). **and**

Successful completion of six semester units or nine quarter units in computer science or information technology provided by either a recognized college or university, a State agency, or equivalent academic training provided from an accredited institution recognized by the Accrediting Council for Independent Colleges and Schools (ACICS) or the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT). The ACICS or ACCSCT must cite the institution as being accredited for the relevant program being considered for qualification. (Partial completion of the requirement may not be combined with other patterns to meet minimum qualifications.) Six months of additional experience may be substituted for the required education.

OR III

One year of experience performing programming tasks that include planning and developing programs to be processed by information technology systems equipment; under close supervision, performs systems analysis and systems programming. Experience performing programming duties while enrolled as a student at a college may be applied toward meeting this requirement.

OR IV

Successful completion of 18 semester units or 27 quarter units or the equivalent of academic courses in computer science or information technology provided by either a recognized college or university, a State agency, or equivalent academic training provided from an accredited institution recognized by the ACICS or the ACCSCT. The ACICS or ACCSCT must cite the institution as being accredited for the relevant program being considered for qualification. (Partial completion of the requirement may not be combined with the other patterns to meet minimum qualifications.)

**DEFINITION OF
TERMS IN MINIMUM
QUALIFICATIONS**

The words ***"performing the duties of...."*** means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T & D), or approved out-of-class assignment to the classification.

"Equivalent of academic courses..." is defined as Computer Science or Information Technology courses from an accredited college or from an accredited institution recognized by the ACICS or the ACCSCT.

Knowledge of:

1. The principles and practices of computer programming to effectively work within an information technology system.
2. Various types of programming languages (Java, COBOL, Oracle, PL/SQL etc.) to develop applications.
3. Systems analysis techniques to determine system errors, process requests, review code, and to learn aspects of systems.
4. The steps involved in testing a program to effectively debug a program and ensure quality of application.
5. Common sources of bugs in code (i.e., logic and syntax) to effectively identify and fix application errors
6. Algorithm and problem design to design programs, create flow charts, diagrams, and pseudo code.
7. Basic computer software (Microsoft Word, Excel, Notepad, etc.) to write code, perform analysis, create flowcharts, etc.

Skill to:

1. Write various syntax and code to develop/modify applications.
2. Read and interpret various syntax and code to maintain existing applications.
3. Analyze data and draw logical conclusions to effectively conduct problem resolution.
4. Detect errors in programs to effectively identify application errors.
5. Analyze errors in programs to effectively fix application errors
6. Use programming tools (e.g., text editor, debugger, compiler, translator) to conduct programming tasks.
7. Present solutions to problems with clarity and precision in written and/or graphic form.
8. Perform basic arithmetic operations (e.g., adding, subtracting, multiplication, division) to make basic calculations.
9. Establish and maintain cooperative working relationships with various individuals to ensure work issues/workload information is relayed accurately.
10. Communicate effectively orally and in writing to ensure information is relayed accurately.
11. Write effectively, in English, in various formats (e.g., email, statements, manuals) designed to meet audience needs to effectively and accurately communicate necessary information.
12. Draw logical diagrams to create flow charts and document processes and how programs interact.
13. Evaluate situations accurately to take effective actions in performance of work duties.
14. Test computer programs to check application logic.

Ability to:

1. Reason logically and creatively to understand user interaction with the application, develop programs, conduct analysis, etc.
2. Write object-oriented programs for batch and online programs.
3. Learn new information to effectively apply it in workplace situations.
4. Communicate clearly and effectively both verbally and in written format to complete work assignments.
5. Meet deadlines in a timely period.
6. Interact effectively with co-workers, supervisors, and others in response to various work related matters to contribute to the overall efficiency and productivity of the organization.
7. Utilize already documented procedures to complete a task.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:
<http://www.calhr.ca.gov/state-hr-professionals/pages/1382.aspx>

**ELIGIBLE LIST
INFORMATION**

Names of successful candidates will be merged onto the existing CalPERS eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after twelve (12) months. The resulting eligibility list will be used to fill vacancies at CalPERS.

**VETERANS
PREFERENCE**

Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance exam.

CAREER CREDITS

Career credits will not be granted in this examination.

QUESTIONS

If you have any questions regarding this announcement, please contact CalPERS Exam Services Unit – Michelle Gomez at (916) 795-9656.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 and Calif. Relay Service 711* three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 and Calif. Relay Service 711* three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the CalPERS personnel office and online at www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

CalPERS reserves the rights to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates should possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in appraising experience, more weight will be given to the breadth of experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Developmental (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in a place of high school on a year-for-year basis.

***California Relay Service for the Deaf or Hearing Impaired.**